



# WebTADS Leave Planner Overview

<https://webtads.nasa.gov>

WebTADS - NASA's Web-based Time and Attendance System - Microsoft Internet Explorer

Address: <https://localhost/servlet/com.webtads.view.login.LoginServlet>

WEBTADS TEST (DEVELOPMENT) Welcome: TARZAN JUIGLE System: Normal Today is 06/27/2003

My Timesheet List Timesheets Reports Administration Online Support Logout

Select Name Format: ☒ Full Name ☐ Initials ☒ Show Hours

### June 2003 Leave Planner - Org: DISNY

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	CAT, CHESHIRE C. AL (8.0) BEAUTY, BELLE B-AL (8.0)	CAT, CHESHIRE C. AL (8.0) BEAUTY, BELLE B-AL (8.0)	CAT, CHESHIRE C. AL (8.0) BEAUTY, BELLE B-AL (8.0)	CAT, CHESHIRE C. AL (8.0) BEAUTY, BELLE B-AL (8.0)	CAT, CHESHIRE C. AL (8.0) BEAUTY, BELLE B-AL (8.0)	
8						
	CAT, CHESHIRE C. FMAL (8.0)	CAT, CHESHIRE C. FMAL (8.0)	CAT, CHESHIRE C. FMAL (8.0)			

The calendar is the main view of leave requests.

Leave can be requested up to 12 months in advance.

The Leave Planner provides an organizational view of the leave requests for the supervisor/approver.

Click a name to view/approve the detailed request.

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Name: BEAUTY, BELLE B Tour Type: F Routed: DISNY  
FLSA: Exempt Part-time Hrs: 16 Phone: 256-555-5555  
Approved: No Approved By: Email: JOHN.DOE@TEST.NASA

### Leave Request: BEAUTY, BELLE B

Save for Later Submit for Approval Withdraw

Initiator JUNGLE, TARZAN O  
Approver HOOK, CAPTIAN C  
Status Initiated

Justification  
Vacation, first week of June.

Hour Type	Hours	Requested Days
Annual Leave (AL)	40.0	06/02, 06/03, 06/04, 06/05, 06/06
Court Leave (CL)	0.0	
Continuation of Pay (COP)	0.0	
Credit Hours Used (CRU)	0.0	
Comptime Used (CTU)	0.0	

Employee (or point of contact) creates a leave request and submits it to the approver with a justification.

Email notification is provided.

## Quick Facts

The Leave Planner is an optional feature in WebTADS. Its use is up to the discretion of the supervisor/approver.

On the timesheet, no errors or warnings are produced if the employee does not have an approved leave request.

The 48-hour rule still applies: two (2) working days after notification of the request, the leave request is automatically approved.

## Leave Request Hour Types

Annual Leave (AL)	FMLA Sick Leave - Family (FMSF)
Court Leave (CL)	FMLA Sick Leave - Self (FMSS)
Continuation of Pay (COP)	Home Leave (HOME)
Credit Hours Used (CRU)	Leave Without Pay (LWOP)
Comptime Used (CTU)	Military Leave (ML)
Donated Em Leave Used (DELU)	Religious Comptime Used (RCTU)
Donated Med Leave Used (DMLU)	Restored Leave (RL)
Sick Leave - Family (FFSL)	Sick Leave (SL)
FMLA Annual Leave (FMAL)	Time Off Award (TOA)
Leave Without Pay - Family (FMLLW)	Excused Leave (XLV)

Twenty hour types are included in the leave request options.

Examples in this handout are taken from the WebTADS test database and use fictitious employees.

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